G. R. S. IX-5]

Previous references.
E. A. R. - R.

File No. 263-18

1918.

Serial Nos. 1

(E. A. 9.)

Later references.
G.M. 107-38, Vol. 2-3
G.M. 107-38, " 1.

P 70 E

Reserve
8.11.19

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for November 1918

SUBJECT.

General Rules of Office Procedure

To The Heads of Departments
The Secretaries to Govt.
The Dy Commrs of Distts

G.O. No 1414 - 1463 / E A 9 263. Dated 18. 11. 1918

Issues revised General Rules of Office Procedure

Weeding 16/12/18

W D 88—GPB—50,000—24-7-16

2

G. R. S. 11] 191 .

GENERAL AND REVENUE SECRETARIAT.

(G A G)

NOTES.

File No. 263.

FILE HEADING.

Revision of the General Rules of Office Procedure

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

As directed by the Under Secy draft revised Rules of Office Procedure & a draft order are submt.

Please move a neat copy

24/4/18

Neat copy submitted.

28/4

Please revise page 1 working & new rule proposed be the rules may renumbered

NOTES—First Sheet.

GPB—20,000—8 S-14

General and Revenue Secretariat.

E.A.f File No. 263 of 1917

Serial No.

Revised Draft. Please insert marginal headings for the new rules — Also show in margin in pencil the authority on which each rule is based —

MM 29/5/18

MM 9/6/18

Result after doing the needful —

The general rules of office procedure issued in 1914 have been to some extent modified & supplemented in subsequent orders. The rules are revised and amplified including in them some of the rules issued under the disposal number system —

MM 4/6/18

of genl application

If approved, the rules will be got printed & circulated in proof. The ~~principal~~ important rules will be got printed in more prominent type so as to attract greater attention —

MM 8/6/18

Chief Secy

Yes please

CR 11/6/18

Draft & C. revising the genl rules sent to Secy on 11-6-18 calling for proofs

11-6-18

Received 13 copies of the proof

CBS 11/6/18

From the Press on 20-6-18

12 Sent to Supdt as per Under Secy's orders. One copy to Comptr & Sutd for appln

MM 24/6/18

Please see the corrections made in another copy. The imp rules are in underlined

MM 27/6

NOTE—Contn. sheet.

Serial No.

Proof revised & sent to C.S.O. on 27-6-18 calling for further proof
27/6/18

Proof corrected & submitted. call for revised proof
27/6/18 26/6/18

Revised proof received on 9-7-18.
Proof corrected & submitted.
19/7/18

This may await the issue of separate circulars on each new rule — as instructed personally
15/7

Reply

A collection of circular orders issued till now is put up.
The circular about the maintenance of personal registers has yet to issue. The file is in the Dewan's office pending ~~[illegible]~~ orders. Meanwhile the issue of a strike order
17/9/18.

Sent on 17/8/18
D 4248

A clean proof of the Gen. rules of office procedure is submitted noting therein the authority in each case. Final print order will be issued after approval.
8/11.

Print order for 1000 copies given on the proof
18/11

Submit for orders.
16/11

NOTE—Contn. sheet.

5

G. R. S. III-2]

General and Revenue Secretariat.

E.A.g File No. 263. of 191 .

Serial No.	
	To. The Heads of Depts, Secys to Govt & D.'Cs of Sts No. 14141463/Q 18-11-18 issues revised General rules & Office Procedure.

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-3-13—S.

G.R.S.) 28]

6

Diary No. of letter replied to_____.

GENERAL AND REVENUE SECRETARIAT.
( )

, the 191 .

Date of issue_____.

Signed by_____

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

File No.

Serial No.

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

G.O.No.G.5203-51/E.A.4-14 dated the 19th November 1914 issuing certain General Rules of Office Procedure for adoption in all Government offices in the State.

~~ORDER THEREON.—No.~~

2. G.O.No.E.A.G.77 dated the 17th May 1916 and E.A.G.152 dated the 27th June 1917 sanctioning the introduction of the Disposal Number System of correspondence and record in some of the offices of the

over.

SUBJECT.

GPB—50,000—1-12-12

the State.

3. Amendments issued from time to time to the General Rules of Office Procedure.

Order thereon No. dated 1918.

The Rules of Office Procedure issued with the Government Order read above are amplified and revised, and are appended to this order. The more important rules demanding special ~~and~~ attention are printed in thick type.

Chief Secretary.

The Heads of Departments.
The Deputy Commissioners of District,
The Secretaries to Government.

GENERAL RULES OF OFFICE PROCEDURE.

8

Chapter I.

Organization and Discipline.

Division into branches.

1. The work of every office should, if possible, be specifically divided into definite sections or branches each under the charge of a responsible official.

Duties of the head of each branch.

2. The official in direct charge of the branch should be held responsible for its general efficiency. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted; that the routine duties are carried out thoroughly and regularly; that the rooms of the branch are kept neat and tidy, and that the files, papers and registers are preserved in proper order.

Distribution of work.

3. The head of every branch should, under the orders of the officer in charge of the office, maintain a record of the distribution of the work among the members of the clerical staff. Ordinarily the work of every clerk will be that allotted to him but he will be bound to undertake by working overtime, if necessary in time of stress, any other work ~~of the branch~~ which may be assigned to him by the head of the branch or other competent authority.

Vigilance Officer

4 One of the officials should be specially charged with the duty of seeing that all rules and standing orders pertain to the work of the office are duly observed and to bring to the notice of the head of the office any violation of the rules or other irregularities.

Personal register of clerks.

5 Each clerk should maintain a personal register showing the nature of his duties including the classes of papers and periodical reports he deals with and the registers he maintains, etc. He should record in the register, every Monday, or if that be a holiday, on the following working day, the following particulars and certificate.

Number of papers disposed of during the week.

Number of register entries to be made...

Number of disposed of papers to be sent to records..

Other arrears of work...

I certify that I have thoroughly examined my papers, registers, etc., and that the above is a true account of the arrears with me.

A. B.

C l e r k.

The clerks' personal registers should be examined once a month by the ministerial head of the Branch (or office whoever may be entrusted with the work), and initialled by him in token of such examination.

Working hours. 5. Each office may appoint its hours of work according to its convenience. Where no other specific hours of attendance are appointed with the sanction of Government, the ordinary office hours will be from 11 A.M. to 5 P.M.

Attendance. 6. An attendance register will be maintained either for the whole office or separately for each branch thereof. and examined every day by Some Responsible Official.

Confidential nature of official information. 7. Official information should not be divulged or official documents copied for private or non-official use. Except with the permission of the Head of the Office, no official paper should be taken home.

~~Certificate~~ ~~8. No certificate shall be given to any member of the office establishment except under the signature of the Head of the Office.~~

Chapter II.
Order of Business.

Correspondence registers.

Existing Rule 9

10 For the registration of papers received or sent out, every office should (in the absence of any other system of registration prescribed by competent authority) maintain the following registers:-

(1.) "From" Registers (Registers of receipts).
(2) "To" Registers (Registers of letters issued).
(3) Peon Book (Register of covers delivered by messenger)
(4) Tappal Book.

Insert a rule about opening of Tappal by Head of office or by chief ministerial officer.

Marking nature of papers.

Existing Rule

11 In order to regulate the proper treatment of papers other than routine, the following classification should be adopted:-

1. Immediate.

2. Urgent.

3. Papers requiring a reply in a specified time.

The maximum time allowed for the disposal of papers is given below:-

Immediate-	Three days after date of receipt.
Urgent-	Fifteen days
Papers requiring a reply within a specified time.-	Such time as may be specified.
All other papers-	Two months from date of receipt.

The marking should be made either by the head of the office, his office assistant, if any, or chief ministerial officer.

Cases of extreme importance falling under the above classes should be reserved by the head of the office for his personal attention while those of lesser importance should, by a recognised distribution, be entrusted to the Personal Assistant of the office, or other corresponding officer. The other cases may be dealt with by the establishment in the usual course, the ~~responsibility~~ --- responsibility for every paper resting with some officer or other, who should periodically, at intervals not exceeding one week to one month, according to the nature of papers, take stock of work. The main thing is that the responsibility for every paper is made definite ~~to~~ in every office, and that all pending papers are properly searched and scrutinised at suitable intervals.

Confidential papers.

12. (i) When any paper is marked "Confidential" the Head of the office or other officer so marking it shall indicate by whom it shall be dealt with and the official so indicated shall be held responsible for the maintenance of secrecy.

(ii) The entries of confidential papers in the office registers should be made from slips furnished by the chief ministerial officer or head of the branch who deals with the papers and should be very general, sufficient merely to admit of the papers being traced.

(iii) Confidential papers must be kept under the personal custody of the chief ministerial officer or the head of the branch until orders are obtained for their transfer to the Record Room.

(iv) When confidential papers are sent out of the office, they should be put in double covers, the inner one being sealed and marked confidential and superscribed only with the name of the addressee and the outer one bearing the usual official address.

Despatch.

13. Papers must be despatched on the day they are signed or the next day. Abnormal delay in the issue of leters must always be reported to the Head of the office by the chief ministerial officer whose duty it shall be to check the despatch register once a month.

Check of registers etc., by chief ministerial officer.

14 The ministerial head of the branch or office should examine the correspodance and other registers of the office or branch once a month at least (between the 1st & 3rd) to see that reminders are being promptly issued and that there is no undue delay in disposal and for the same purpose should examine the bundles of papers pending with each clerk. At each examination, he should initial the registers. He should keep with him a daily calendar of periodicals posted for the whole year and score off the entries as each periodical is attended to.

Route 59
D H S Sudally
Inst. posted
~~Rule 15 of the Contingency Rules~~

He should also see that the disposed of papers have been promptly sent to the record room and the Record-keeper's initials obtained.

Unanswered reference lists.

15 It shall be the duty of the chief ministerial officer to prepare a statement ~~in the~~ of arrears in the following form for the whole office and submit th

Contingency Rule

the same not later than the 5th of the month succeeding the one to which it relates.

Rule 59-DN-5

Abstract of arrears in the office of.....

for the month of..... 19...

Papers.	Less than a week.	Less than a month but more than a week.	More than a month.	More than two months.	Total.
I. Pending in the office...					
(a) Correspondence.					
(b) Petitions...					
(c) Periodicals..					
(d) Other classes of business, if any, categorically					
	Less than a month	More than a month but less than 2 months	More than 2 months		
II. Pending receipt of information from other offices-					
(a) Correspondence...					
(b) Petitions...					
(c) Periodicals..					
(d) Other classes of business (if any) categorically					

III. Number of disposed of files remaining to be sent to the record room...

IV. Number of registers examined by the chief ministerial officer during the month and dates of such examination...

V. Arrear lists received from subordinate offices.

Name of office.	Period to which list relates.	Date of receipt.	Date of return.	Remarks.

~~To the above statement should be appended a list of papers pending for more than a month~~

VI. Any other matter on which the Head of the Office wishes to have information.

To the above statement should be appended a list of papers pending for more than a month in the office and of references

8

P.T.O

references, reports, etc., pending with other offices for more than two months. These lists need not be renewed each time. Once prepared, they may be corrected from time to time and kept in use till they become too full of corrections to be easily perused.

Unanswered reference lists from subordinate offices.

16 Subordinate officers should send the monthly abstract with the appendices to the officers to whom they are subordinate before the 15th of the month following that to which they relate. The officer to whom the papers are thus submitted should return them quickly after perusal with his remarks if any.

Reports and returns.

17 A list of periodicals for the submission, scrutiny or review of which the office is responsible should be kept in every office and changes if any should from time to time be posted in it. This is a permanent list and the reports and returns should be grouped in it as "monthly","quarterly", etc. The list should contain the following headings:-

1. Serial Number.
2. Name of report or return.
3. From whom due.
4. To whom due.
5. Reference to orders containing general instructions for the preparation of the retur

Standing orders. Circular files.

18 Each clerk dealing with cases should be required to maintain a file pertaining to his branch of work of rulings issued by Government and other superior authorities as well as by the Head of the office. Matters embodied in departmental codes and manuals need not be included in the circular file. The files should be examined from time to time by heads of offices to see that they are up to date and are properly indexed for ready reference.

Office

Office registers.

A label should be affixed to the outside cover of each register showing the number, name, ~~authority~~ authority prescribing, volume and period of retention.

Rule 12 DSN

Registers must be written in volumes continuously numbered. The practice of opening fresh registers every year when the previous volume contains a large number of blank pages should be discouraged.

Do Rule 63

Stock list of registers.

In every office a stock list of registers should be maintained in a bound book in the following form:-

No.	Name of register.	Headings of the columns of the register.	Authority prescribing.	Period of preservation.	Remarks.

All changes made as regards the form or maintenance of the registers should be immediately noted against the entry concerned quoting the authority in column 4.

P.T.O.

Chapter III

RECORD ROOM ARRANGEMENTS.

21 ~~20.~~ 69. A separate shelf or space must be set apart for each department of business.

On the front of the shelf the name of the department to which the papers therein lodged appertain should be printed or written legibly and in bold characters on a thick label to be attached to the shelf.

The front and sides of the shelf in which papers of permanent value are lodged should be fitted with wire work so as to admit of the free circulation of air.

General mode of record arrangement.

Rule 19 D.N.S.

~~24.~~ 68. When papers are taken out of the Record-room for reference, an entry to that effect should be made in the Record Issue Register to be maintained by the Record-keeper and a slip containing the marginally noted particulars of the record should be substituted for every paper so removed. The person taking papers out of the Record-room should be held responsible for returning them as soon as possible. On the return of the papers the slip is to be returned and cancelled.

Record Requisition Slip.

1. Serial number of the Issue Register.
2. The date, number and description of the paper put up.
3. The officer for whom put up.
4. The date on which it is given.
5. The necessity for the reference.
6. Signature of clerk taking it.
7. Initials of the Record-keeper.

Rule 18 D.N.S

~~25.~~ The Issue Register should be in the form given below:—

Record Issue Register

Rule 18 D.N.S

The Record Issue Register.

Serial No. of the requisition	Date of receipt of requisition	Date of issue from records	Number, date and description of the paper given	Purpose for which taken	Full signature of the clerk taking
1	2	3	4	5	6

Initials of the record-keeper or his assistant delivering	Date of return	Signature of the clerk returning	Initials of the Record-keeper or his assistant receiving	Remarks
7	8	9	10	11

Outstanding Records.

Rule 68 DNS

The register should be periodically examined by the Record-keeper and all outstanding records should be called in by means of a circular note in the appended form.

The following records obtained for reference have not yet been received back in the record-room. They may be kindly returned or the reason for further detention may be noted against each:-

Sl. No.	Date, No. and description of the record detained.	When obtained and by whom.	Date of return or reason for detention.

NOTE- In offices where there is no separate record-keeper or a separate record-room, a responsible officials under the supervision of the ministerial head of the office should be entrusted with the custody and arrangement of records.

Arrangement of Records.

Files. General rule.

25 The arrangement of correspondence in every office shall be regulated by the special rules prescribed in that behalf, but generally in offices where "From" and "To" registers are maintained, papers shall be arranged either in subject bundles or in chronological order. In offices where the Disposal Number System has been adopted, the arrangement shall be by disposal numbers.

Gazettes.

Rule 67 D.N.S.

26 Where separate rules exist, as in the Revenue Department, as to the mode of keeping Gazettes, they should be followed, in all other cases, the following arrangement should be ~~followed~~ adopted:-

P.T.O.

17

Rule by D.N.S

As each Gazette is received, portions of special interest to the office should be detached and eventually bound for preservation. The rest of the Gazette should be put in an annual bundle and destroyed at the end of two years.

Newspapers.

Rule 65 D.N.S.

27 Newspapers should be dealt with like Gazettes, that is to say, cuttings ~~must~~ should be made of useful matter andthe rest of the papers should be filed chronologically and disposed of as waste paper at the end of two years.

Other periodical publications.

Rule 66 D.N.S.

28 Such publications as can go into the Library should be put therein, the library catalogue being entered up as additions are made.

Do -

29 Administration reports of departments with which an office has any degree of concern and magazines required for reference should be periodically bound up, the volumes being numbered. The annual reports of all other departments should after perusal be filed and sold as waste paper at the end of two years.

Do -

30 Volumes of the Monthly Proceedings of Government should be unbound and portions of interest detached, two years after the period to which the proceedings relate. The detached portions should be conveniently bound and the rest destroyed.

Periodicals

Rule 67 D.N.S.

31 Periodical reports and returns should be filed in annual bundles and arranged according to their serial number ~~and sub-number~~ in the stock list.

Destruction

18

Destruction of papers.

Rule 72 DWS

72. Destruction of papers should take place once a year at an appointed time and the papers proposed for destruction should be carefully scrutinised by the head of the office.

Mode of destruction.

Rule 73 DWS.

73 All manuscript papers and all printed papers which have not been published should be burnt in the presence of the chief ministerial officer.

do —

74 Gazettes, newspapers and other printed papers which have been published may be sold as waste paper.

P.T.O.

Precautions against fire: 33 ~~(a)~~ Before closing the office for the night, the Manager, head clerk, or under his written authority, a clerk named by him will visit each room and see that all lights are put out, that in offices in which electric lights and fans are provided, the switches have been turned off, that all waste paper has been removed.

34 ~~(b)~~ None but safety matches shall be used in offices.

35 ~~(c)~~ Kerosine oil or any easily inflammable material should always be stored in an outbuilding or godown.

36 ~~(d)~~ The sealing of papers should always be done under the direct supervision of a responsible clerk who will see that due care is taken.

37 ~~(e)~~ No naked lights should be used in any office. All candles or wicks must be protected by glass. All oil lamps must have metal (and not glass) reservoirs. The carrying of lighted lamps other than lanterns should be avoided.

38 ~~(f)~~ Waste paper should not be allowed to accumulate in large quantities. Every evening, the waste papers of the day should be removed. Galvanised iron or other buckets should be kept always full of sand or dry earth.

39 ~~(g)~~ In every room in which a kerosene oil lamp is in use, a small box of dry and loose earth with a scoop should be kept for use in extinguishing burning oil.

40 ~~(h)~~ Smoking in the Record rooms is strictly prohibited.

Chapter IV.

Library.

Existing Rules 19 to 23

43 All books and periodicals belonging to the library of each office should be placed under the charge of the Head Clerk or some one responsible official and kept, where practicable, in a separate room.

44 A catalogue of the office library will be prepared and revised from time to time.

45 No book should be lent to strangers without the permission of the Head of the office.

46 A receipt must be taken from any person removing a book, to be returned to him or cancelled when the book is returned.

Duties of Librarian.

7 The duties of the Librarian shall be:-

(1) to take charge of all books and publications made over to him;

(2) to maintain the library catalogue up to date by entering therein all receipts immediately;

(3) to correctly label all receipts and deposit them in their appropriate places;

(4) to keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections.

(5) to insert correction slips in volumes of enactments, rules, etc;

(6) to report loss or injury and to promptly obtain orders about replacement or repair;

(7) to submit monthly reports of books removed and not returned;

(8) to maintain a register of books and publications received.

Rule 70 DNS

48 The Library should be examined by a responsible officer once in five years and all obsolete and unnecessary books removed, the library catalogue being suitably amended at the same time.

Weeding out unnecessary and obsolete books.

49 Every officer upon receving charge of an office to which a library is attached must satisfy himself as to the state of the library. Unless he then reports that the books are out of order, it will be assumed that he received the library in good order and he will be held thenceforward personally responsible for any defect.

Responsibility.

Rule 24

CHAPTER IV.

CASH, PAY BILLS, ETC.

50 ~~24~~ 25. An official of sufficient status should look after the cash transactions in each office and should maintain the following registers:—

Cash transaction.

(1) Cash book for entering daily receipts and expenditure of all kinds.
(2) General ledger or classified abstract of the monthly totals of the cash book.
(3) Contingent register.
(4) Order book for contingent charges.
(5) Acquittance roll.

Note - The maintenance of registers (1) and (2) may be dispensed with in the case of offices whose cost transactions are inconsiderable, provided that the permission of the Head of the Department is obtained.

57 ~~25~~ 26. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. It should be drawn after approval of the pay bills.

Acquittance roll.

52 ~~26~~ 27. The acquittance roll should be examined every month by the Head of the office or other officer deputed by him for the purpose; who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the cash book.

Scrutiny of acquittance roll.

53 ~~27~~ 28. Office funds must be deposited at the close of each day in the cash chest the key of which should be kept by the official entrusted with and held responsible for cash transactions. He shall be forbidden to keep office funds in his personal possession or mixed up with private money.

Custody of cash.

54 ~~28~~ 29. When other arrangements for safe guarding treasure do not exist, one of the servants must sleep at night in or near the room where the cash is kept and when the amount in the cash chest exceeds Rs. 500 two men should be deputed for this duty.

Guarding cash.

55 ~~29~~ 30. A register should be maintained in each office showing the articles of furniture together with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Head of the office.

Furniture list.

56 ~~30~~ 31. A register of articles of stationery received and issued should also be kept in every office. The stationery register should be submitted monthly for the inspection of the officer in charge and verified by stock taking once a year.

Stationery register and indents.

Cf - Stationery rules -

Custody of stationery.

[illegible] 32. The stock of stationery and forms in each [illegible] be under the charge of the chief minis- [illegible] some clerk deputed by him. Supplies [illegible] monthly [illegible] the y[illegible] indent book in

CHAPTER VI.

INSPECTION

Rule 5. Test inspection

58. A test inspection of the work of one or more officials of the office should be carried out once a month by the Head of the Office or his Assistant to make sure that there are no irregularities or heavy arrears.

Annual inspection

59. The Head of every office should thoroughly inspect his office at least once a year between 1st January and 1st March every year or other specified period. The inspecting officers should pay particular attention to the condition of furniture and building, the observance of the prescribed hours of attendance, the distribution of duties, the ~~xxxxxx~~ proper -- maintenance of registers, the arrangements of records and the observance of the rules of office procedure.

Inspn Report

60. The inspection ~~report~~ should be ~~drawn up in~~ the form, if any, prescribed for the office, and submitted to the immediate superior authority within a month from the date of completion of inspection.

Inspection book

61. An inspection minute book should be maintained in every office in the form given below in which should be entered all orders given as the result of inspection, which require specific action on the part of the office. The steps taken to comply with each order should be noted by the Manager or other official in charge, and when it has been fully carried out, the entry should be scored out under the dated initials of the officer in immediate charge.

Sl. No.	Date of inspection.	Order or instruction.	Action taken by the office.	Certificate of disposal with dated initials of officer in immediate charge.

CHAPTER VII.

MISCELLANEOUS

New Programme of work

The head of each office should prepare a programme of important work for each year in advance including inspections and development work.

Application for appointment. Clerkship Rules

63. The following registers should be maintained in every office having power to make appointments -

1. Register of app~~ointments~~lications for public employment.

   In this register should be entered the candidate's name, father's name, caste, native place, educational qualifications, tests passed with dates, reference to testimonials and recommendations, names and appointments of relatives, if any, then or previously in Govt. service and any other details that may be found necessary.

2. Register of appointments made.

   In this register should be entered the nature and pay of the vacant post, the candidate to whom the appointment is given his qualifications, caste and age.

24

PROOF FOR APPROVAL.

8-7-18

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. **dated** **1918.**

Rules of Office Procedure.

Issues revised —

Proceedings of the Government of His Highness the Maharaja of Mysore.

READ—

G. O. No. G. 5203-51—E. A. 4-14, dated the 19th November 1914 issuing certain General Rules of Office Procedure for adoption in all Government Offices in the State.

2. G. O. No. E. A. G. 77, dated the 17th May 1916 and E. A. G. 152, dated the 27th June 1917 sanctioning the introduction, of the Disposal Number System of correspondence and record in some of the offices of the State.

3. Amendments issued from time to time to the General Rules of Office Procedure.

No. - DATED 1918.

ORDER THEREON.—The Rules of Office Procedure ~~issued with the Government Order read above are amplified and revised, and are appended to this order.~~ as amended from time to time are issued herewith in a consolidated form. The more important rules demanding special attention are printed in ~~thick type~~ italics.

Chief Secretary.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.

GENERAL RULES OF OFFICE PROCEDURE.

CHAPTER I.

ORGANIZATION AND DISCIPLINE.

Division into branches.

G.O. No. 5203-51/E.A. 4-14 dt 19-11-14.

1. The work of every office should, if possible, be specifically divided into definite sections or branches each under the charge of a responsible official.

Duties of the head of each branch.

2. The official in direct charge of the branch should be held responsible for its general efficiency. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted; that the routine duties are carried out thoroughly and regularly; that the rooms of the branch are kept neat and tidy, and that the files, papers and registers are preserved in proper order.

Distribution of work.

3. *The head of every branch should, under the orders of the officer in charge of the office, maintain a record of the distribution of the work among the members of the clerical staff. Ordinarily the work of every clerk will be that allotted to him but he will be bound to undertake by working overtime, if necessary in time of stress, any other work which may be assigned to him by the head of the branch or other competent authority.*

4. *One of the officials should be specially charged with the duty of seeing that all rules and standing orders pertaining to the work of the office are duly observed and to bring to the notice of the head of the office any violation of the rules or other irregularities.*

~~Personal register of clerks.~~

5. *Each clerk should maintain a personal register showing the nature of his duties including the classes of papers and periodical reports he ~~details~~ with and the registers he maintains, etc. He should record in the register, every Monday, or if that be a holiday, on the following working day, the following particulars and certificate:—*

Number of papers disposed of during the week.
Number of papers pending.
Number of register entries to be made.
Number of disposed of papers to be sent to records.
Other arrears of work.

I certify that I have thoroughly examined my papers, registers, etc., and that the above is a true account of the arrears with me.

A. B.,
Clerk.

6. The clerks' personal registers should be examined once a fortnight by the head of the branch and initialled by him in token of such examination.

Working hours.

7. Each office may appoint its hours of work according to its convenience. Where no other specific hours of attendance are appointed with the sanction of Government, *the ordinary office hours will be from 11 a.m. to 5 p.m.*

Attendance.

8. An attendance register will be maintained either for the whole office or separately for each branch thereof and examined every day by some responsible official.

Confidential nature of official information.

9. Official information should not be divulged or official documents copied for private or non-official use. Except with the permission of the head of the office, no official paper should be taken home.

CHAPTER II.

ORDER OF BUSINESS.

Correspondence registers.

G.O. Nos. 5203-51 / EA 4-14 / 19-11-14.
+ 1832-81 / EA 4 260 / 26-4-18.

10. For the registration of papers received or sent out, every office should (in the absence of any other system of registration prescribed by competent authority) maintain the following registers:—

(1) "From" Registers (Registers of receipts).

(2) "To" Registers (Registers of letters issued).

(3) Peon Book (Register of covers delivered by messenger).

(4) Tappal Book.

Marking nature of papers.

11. In order to regulate the proper treatment of papers ~~other than routine,~~ the following classification should be ~~adopted.~~ made of all papers other than ordinary or routine.

1. Immediate.
2. Urgent.
3. ~~Papers requiring a reply in a specified time.~~ Confidential

~~Important~~ ~~Urgent~~

The maximum time allowed for the disposal of papers is given below:—

Immediate.—Three days from date of receipt.

Urgent.—Fifteen days from date of receipt.

Papers requiring a reply within a specified time.—Such time as may be specified.

All other papers.—Two months from date of receipt.

Cases of extreme importance falling under the above classes should be reserved by the head of the office for his personal attention while those of lesser importance should, by a recognised distribution, be entrusted to the Personal Assistant of the office, or other corresponding officer. The other cases may be dealt with by the establishment in the usual course, the responsibility for every paper resting with some officer or other, who should periodically, at intervals not exceeding one week to one month, according to the nature of papers, take stock of work. The main thing is that the responsibility for every paper should be made definite in every office, and that all pending papers are properly searched and scrutinised at suitable intervals.

Confidential papers.

12. (i) When any paper is marked "Confidential" the head of the office or other officer so marking it shall indicate by whom it shall be dealt with and the official so indicated shall be held responsible for the maintenance of secrecy.

(ii) The entries of confidential papers in the office registers should be made from slips furnished by the chief ministerial officer or head of the branch who deals with the papers and should be very general sufficient merely to admit of the papers being traced.

(iii) Confidential papers must be kept under the personal custody of the chief ministerial officer or the head of the branch until orders are obtained for their transfer to the record room.

(iv) When confidential papers are sent out of the office, they should be put in double covers, the inner one being sealed and marked

confidential and superscribed only with the name of the addressee and the outer one bearing the usual official address.

Despatch.

13. Papers must be despatched on the day they are signed or the next day. Abnormal delay in the issue of letters must always be reported to the head of the office by the chief ministerial officer whose duty it shall be to check the despatch register once a month.

Check of registers, etc., by chief ministerial officer.

(Rule 59 of the Disposal number system).

14. The ministerial head of the branch or office should examine the correspondence and other registers of the office or branch once a month at least (between the 1st and 3rd) to see that reminders are being promptly issued and that there is no undue delay in disposal, and for the same purpose should examine the bundles of papers pending with each clerk. At each examination, he should date and initial the registers. He should keep with him a daily calendar of periodicals posted for the whole year and score off the entries as each periodical is attended to.

He should also see that the disposed of papers ~~have~~ been promptly sent to the record room and the record-keeper's initials obtained.

Unanswered reference lists.

T.O. No. 672-721 R
E&A.G. 3
12-8-15

15. *It shall be the duty of the chief ministerial officer to prepare a statement of arrears in the following form for the whole office and submit the same not later than the 5th of the month succeeding the one to which it relates.*

Abstract of arrears in the office of ..... for the month of ..... 19 .

Papers	Less than a week	Less than a month but more than a week	More than a month	More than two months	Total
I. Pending in the office—					
(a) Correspondence					
(b) Petition					
(c) Periodicals					
(d) Other classes of business, if any, categorically ...					

Papers	Less than a month	More than a month but less than two months	More than two months	Total
II. Pending receipt of information from other offices—				
(a) Correspondence				
(b) Petitions				
(c) Periodicals				
(d) Other classes of business (if any), categorically ...				

Small type

III. NUMBER OF DISPOSED OF FILES REMAINING TO BE SENT TO THE RECORD ROOM.

Small type

IV. NUMBER OF REGISTERS EXAMINED BY THE CHIEF MINISTERIAL OFFICER DURING THE MONTH AND DATES OF SUCH EXAMINATION.

Small type

V. ARREAR LISTS RECEIVED FROM SUBORDINATE OFFICES.

Name of office	Period to which list relates	Date of receipt	Date of return	Remarks

Small type

VI. ANY OTHER MATTER ON WHICH THE HEAD OF THE OFFICE WISHES TO HAVE INFORMATION.

To the above statement should be appended a list of papers pending for more than a month in the office and of references, reports, etc., pending with other offices for more than two months. These lists need not be renewed each time. Once prepared, they may be corrected from time to time and kept in use till they become too full of corrections to be easily perused.

Unanswered reference lists from subordinate offices.

16. *Subordinate officers should send the monthly abstract with the appendices to the officers to whom they are subordinate before the 15th of the month following that to which they relate. The officer to whom the papers are thus submitted should return them quickly after perusal with his remarks, if any.*

Stock list of reports and returns.

G.O. No. 244-94/E.A.G. 296 dt 1-8-18

17. A list of periodicals for the submission, scrutiny or review of which the office is responsible should be kept in every office and changes if any should from time to time be posted in it. This is a permanent list and the reports and returns should be grouped in it as "monthly," "quarterly," etc. The list should contain the following headings:—

1. Serial number.
2. Name of report or return.
3. From whom due.
4. To whom due.
5. Reference to orders containing ~~general~~ instructions for the preparation of the return.

Circular files.

G.O. No. 345-94/E.A.G. 298 dt 1-8-18

18. Each clerk dealing with cases should be required to maintain a file pertaining to his branch of work of rulings issued by Government and other superior authorities as well as by the head of the office. Matters embodied in departmental codes and manuals need not be included in the circular file. The files should be examined from time to time by heads of offices to see that they are up-to-date and are properly indexed for ready reference.

Office registers.

G.O. No. 295-344/E.A.G. 297 dt 1-8-18

19. A label should be affixed to the outside cover of each register showing the number, name, authority prescribing, volume and period of retention.

Registers must be written in volumes continuously numbered. The practice of opening fresh registers every year when the previous volume contains a large number of blank pages should be discouraged.

Stock list of registers.

20. In every office a stock list of registers should be maintained in a bound book in the following form:—

No.	Name of register	Headings of the columns of the register	Authority prescribing	Period of preservation	Remarks
1	2	3	4	5	6

All changes made as regards the form or maintenance of the registers should be immediately noted against the entry concerned quoting the authority in column 4.

CHAPTER III.

RECORD ROOM ARRANGEMENT.

General mode of record arrangement.

21. A separate shelf or space must be set apart for each department of business.

On the front of the shelf the name of the department to which the papers therein lodged appertain should be printed or written legibly and in bold characters on a thick label to be attached to the shelf.

The front and sides of the shelf in which papers of permanent value are lodged should be fitted with wire work so as to admit of the free circulation of air.

Record Requisition Slip.

1. Serial number of the Issue Register.
2. The date, number and description of the paper put up.
3. The officer for whom put up.
4. The date on which it is given.
5. The necessity for the reference.
6. Signature of clerk taking it.
7. Initials of the Record-keeper.

22. When papers are taken out of the record room for reference, an entry to that effect should be made in the Record Issue Register to be maintained by the Record-keeper and a slip containing the marginally noted particulars of the record should be substituted for every paper so removed. The person taking papers out of the Record room should be held responsible for returning them as soon as possible. On the return of the papers the slip is to be returned and cancelled.

Record Issue Register.

23. The Issue Register should be in the form given below:—

Record Issue Register.

Serial No. of the requisition	Date of receipt of requisition	Date of issue from records	Number, date and description of the paper given	Purpose for which taken	Full signature of the clerk taking	Initials of the record-keeper or his assistant delivering	Date of return	Singnature of the clerk returning	Initials of the Record-keeper or his assistant receiving	Remarks
1	2	3	4	5	6	7	8	9	10	11

Outstanding records.

24. The register should be periodically examined by the Record-keeper and all outstanding records should be

called in by means of a circular note in the appended form:—

The following records obtained for reference have not yet been received back in the record room. They may be kindly returned or the reason for further detention may be noted against each :—

Serial No.	Date, No. and description of the record detained	When obtained and by whom	Date of return or reason for detention

NOTE.—In offices where there is no separate record-keeper or a separate record-room, a responsible official under the supervision of the ministerial head of the office should be entrusted with the custody and arrangement of records.

Arrangment of Records.

Files.

25. The arrangement of correspondence in every office will be regulated by the special rules prescribed in that behalf, but generally in offices where "From" and "To" Registers are maintained, papers should be arranged either in subject bundles or in chronological order. In offices where the Disposal Number System has been adopted, the arrangement will be by disposal numbers.

Gazettes.

26. Where separate rules exist, as in the Revenue Department, as to the mode of keeping Gazettes, they should be followed. In all other cases, the following arrangemet should be adopted;—

As each Gazette is received, portions of special interest to the office should be detached and eventually bound for preservation. The rest of the Gazette should be put in an annual bundle and destroyed at the end of two years.

Newspapers.

27. Newspapers should be dealt with like Gazettes, that is to say, cuttings should be made of useful matter and the rest of the papers should be filed chronologically and disposed of as waste paper at the end of two years.

Other periodical publications.

28. Such publications as can go into the library should be put therein, the library catalogue being entered up as additions are made.

29. Administration reports of departments with which an office has any degree of concern and magazines required for reference should be periodically bound up, the volumes being numbered. The annual reports of all other departments should after perusal be filed and sold as waste paper at the end of two years.

30. Volumes of the Monthly Proceedings of Government should be unbound and portions of interest detached, two years after the period to which the proceedings relate. The detached portions should be conveniently bound and the rest destroyed.

Periodicals.

31. Periodical reports and returns should be filed in annual bundles and arranged according to their serial number in the stock list.

Destruction of papers.

32. Destruction of papers should take place once a year at an appointed time and the papers proposed for

destruction should be carefully scrutinised by the head of the office.

33. All manuscript papers and all printed papers which have not been published should be burnt in the presence of the chief ministerial officer. Mode of destruction.

34. Gazettes, newspapers and other printed papers which have been published may be sold as waste paper.

35. Before closing the office for the night, the Manager, head clerk, or under his written authority, a clerk named by him will visit each room and see that all lights are put out, that in offices in which electric lights and fans are provided, the switches have been turned off and that all waste paper has been removed. Precautions against fire.

36. None but safety matches shall be used in offices.

37. Kerosine oil or any easily inflammable material should always be stored in an outbuilding or godown.

38. The sealing of papers should always be done under the direct supervision of a responsible clerk who will see that due care is taken.

39. No naked lights should be used in any office. All candles or wicks must be protected by glass. All oil lamps must have metal (and not glass) reservoirs. The carrying of lighted lamps other than lanterns should be avoided.

40. Waste paper should not be allowed to accumulate in large quantities. Every evening, the waste papers of the day should be removed. Galvanised iron or other buckets should be kept always full of sand or dry earth.

41. In every room in which a kerosine oil lamp is in use, a small box of dry and loose earth with a scoop should be kept for use in extinguishing burning oil.

42. Smoking in the Record rooms is strictly prohibited.

CHAPTER IV.

43. All books and periodicals belonging to the library of each office should be placed under the charge of the Head Clerk, or some one responsible official and kept, where practicable, in a separate room. Library.

Ge. No. 5203-51/E.A.4-14 dt 19-11-14. + note of the Dispos Number system.

44. A catalogue of the office library will be prepared and revised from time to time.

45. No book should be lent to strangers without the permission of the Head of the Office.

46. A receipt must be taken from any person removing a book, to be returned to him or cancelled when the book is returned.

47. The duties of the Librarian shall be:— Duties of Librarian.

(1) to take charge of all books and publications made over to him;

(2) to maintain the library catalogue up to date by entering therein all receipts immediately;

(3) to correctly label all receipts and deposit them in their appropriate places;

(4) to keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections.

(5) to insert correction slips in volumes of enactments, rules, etc.;

(6) to report loss or injury and to promptly obtain orders about replacement or repair;

(7) to submit monthly reports of books removed and not returned;

(8) to maintain a register of books and publications received.

Weeding out unnecessary and obsolete books.

48. The Library should be examined by a responsible officer once in five years and all obsolete and unnecessary books removed, the library catalogue being suitably amended at the same time.

Responsibility.

49. Every officer upon receiving charge of an office to which a library is attached must satisfy himself as to the state of the library. Unless he then reports that the books are out of order, it will be assumed that he received the library in good order and he will be held thenceforward personally responsible for any defect.

CHAPTER V.

CASH, PAY BILLS, ETC.

Cash transaction.

50. An official of sufficient status should look after the cash transactions in each office and should maintain the following registers:—

G.O. 18: 5203-51/E.A.4-14 Dated 19-11-14.

(1) Cash book for entering daily receipts and expenditure of all kinds.

(2) General ledger or classified abstract of the monthly totals of the Cash Book.

(3) Contingent register.

(4) Order book for contingent charges.

(5) Acquittance roll.

NOTE.—The maintenance of registers (1) and (2) may be dispensed with in the case of offices whose cash transactions are inconsiderable, provided that the permision of the Head of the Department is obtained.

Acquittance Roll.

51. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. It should be drawn after approval of the pay bills.

Scrutiny of acquittance roll.

52. The acquittance roll should be examined every month by the Head of the office or other officer deputed by him for the purpose; who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the Cash Book.

Custody of cash.

53. Office funds must be deposited at the close of each day in the cash chest, the key of which should be kept by the official entrusted with and held responsible for cash transactions. He shall be forbidden to keep office funds in his personal possession or mixed up with private money.

Guarding cash.

54. When other arrangements for safe guarding treasure do not exist, one of the servants must sleep at night in or near the room where the cash is kept and when the amount in the cash chest exceeds Rs. 500 two men should be deputed for this duty.

55. *A register should be maintained in each office showing the articles of furniture together with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Head of the Office.* Furniture list.

56. A register of articles of stationery received and issued should also be kept in every office. The Stationery register should be submitted monthly for the inspection of the officer in charge and verified by stock taking once a year. Stationery Register and indents.

57. The stock of stationery and forms in each office should be under the charge of the chief ministerial officer or some clerk deputed by him. Supplies should be issued to the various clerks on monthly indents made by them in a general indent book in which their acknowledgment should in each case be obtained. Custody of stationery.

CHAPTER VI.

INSPECTION.

58. *A test inspection of the work of one or more officials of the office should be carried out once a month by the Head of the office or his Assistant to make sure that there are no irregularities or heavy arrears.* Test inspection. Rule 5 of the

59. *The head of every office should thoroughly inspect his office at least once a year, between 1st January and 1st March every year, or other specified period. The inspecting officers should pay particular attention to the condition of furniture and building, the observance of the prescribed hours of attendance, the distribution of duties, the proper maintenance of registers, the arrangements of records and the observance of the rules of office procedure.* Annual inspection. G.O. No. 10870-918 & E.A. 43-14-1 10-4-15.

60. The inspection report should be drawn up in the form, if any, prescribed for the office, and submitted to the immediate superior authority within a month from the the date of completion of inspection. Inspection report

61. *An inspection minute book should be maintained in every office in the form given below in which should be entered all orders given as the result of inspection, which require specific action on the part of the office. The steps taken to comply with each order should be noted by the Manager or other official in charge, and when it has been fully carried out, the entry should be scored out under the dated initials of the officer in immediate charge.* Inspection book.

Serial No.	Date of inspection	Order or instruction	Action taken by the office	Certificate of disposal with dated initials of officer in immediate charge
1	2	3	4	5

CHAPTER VIII.

MISCELLANEOUS.

62. The head of each office should prepare a programme of important work for each year in advance including inspections and development work. Programme of work.

63. The following registers should be maintained in every office exercising powers of patronage. Register for appointments.

(*a*) A register of applications for public employment containing the following headings :—

1. Serial Number.
2. Name of candidate.
3. Caste or religion.
4. Native place.
5. Date of birth.
6. General Educational qualifications.
7. Local service tests passed, with dates.
8. Names of relatives then or previously in service and the appointments held by them.
9. Post sought.
10. If appointed, order and date of appointment.
11. Remarks.

(*b*) A register of appointments made with columns and headings as follows :—

1. Serial Number.
2. Designation and pay of post.
3. Whether the appointment is permanent or temporary and in the latter case for what period.
4. If the vacancy was advertised, date and page of the Gazette in which the advertisement appeared.
5. Number and date of order of appointment.
6. Name of person appointed.
7. Native place.
8. Date of birth.
9. Caste or religion.
10. General Educational qualifications.
11. Local service tests passed with dates.
12. Serial number in the Register of applications.
13. If exemption is given from passing the tests, number and date of G. O. granting the same.
14. Remarks.

36

Government of His Highness the Maharaja of Kashmir
(General & Revenue Departments).

G. O. No.

Dated 1918.

No. P—66 of 27-6-18.

The Superintendent
Government Press.

Please revise as corrected and send two clean proofs very early.

The rules indicated in the margin by a black line and the portions underlined may be printed in thick type or in italics.

By order.

N M Chandra Rao
for Chief Sec.

Rules of Office Procedure

Issue revised

S. O.

Finally corrected proof

Proceedings of the Government of His Highness the Maharaja of Mysore.

READ—

G. O. No. G. 5203-51—E. A. 4-14, dated the 19th November 1914 issuing certain General Rules of Office Procedure for adoption in all Government Offices in the State.

2. G. O. No. E. A. G. 77, dated the 17th May 1916 and E. A. G. 152, dated the 27th June 1917 sanctioning the introduction, of the Disposal Number System of correspondence and record in some of the offices of the State.

3. Amendments issued from time to time to the General Rules of Office Procedure.

No. DATED 1918.

ORDER THEREON.—The Rules of Office Procedure issued with the Government Order read above are amplified and revised, and are appended to this order. The more important rules demanding special attention are printed in thick type.

Chief Secretary.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.

GENERAL RULES OF OFFICE PROCEDURE.

CHAPTER I.

ORGANIZATION AND DISCIPLINE.

1. The work of every office should, if possible, be specifically divided into definite sections or branches each under the charge of a responsible official. **Division into branches.**

2. The official in direct charge of the branch should be held responsible for its general efficiency. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted; that the routine duties are carried out thoroughly and regularly; that the rooms of the branch are kept neat and tidy, and that the files, papers and registers are preserved in proper order. **Duties of the head of each branch.**

3. The head of every branch should, under the orders of the officer in charge of the office, maintain a record of the distribution of the work among the members of the clerical staff. Ordinarily the work of every clerk will be that allotted to him but he will be bound to undertake by working overtime, if necessary in time of stress, any other work which may be assigned to him by the head of the branch or other competent authority. **Distribution of work**

4. One of the officials should be specially charged with the duty of seeing that all rules and standing orders pertaining to the work of the office are duly observed and to bring to the notice of the head of the office any violation of the rules or other irregularities.

5. Each clerk should maintain a personal register showing the nature of his duties including the classes of papers and periodical reports he details with and the registers he maintains, etc. He should record in the register, every Monday, or if that be a holiday, on the following working day, the following particulars and certificate:— **Personal register of clerks.**

Number of papers pending

Number of papers disposed of during the week.
Number of register entries to be made.
Number of disposed of papers to be sent to records.
Other arrears of work.

I certify that I have thoroughly examined my papers, registers, etc., and that the above is a true account of the arrears with me.

A. B.,
Clerk.

6. The clerks' personal registers should be examined once a fortnight by the head of the branch and initialled by him in token of such examination.

7. Each office may appoint its hours of work according to its convenience. Where no other specific hours of attendance are appointed with the sanction of Government, the ordinary office hours will be from 11 A.M. to 5 P.M. **Working hours.**

8. An attendance register will be maintained either for the whole office or separately for each branch thereof and examined every day by some responsible official. **Attendance.**

9. Official information should not be divulged or official documents copied for private or non-official use. Except with the permission of the head of the office, no official paper should be taken home. **Confidential nature of official information.**

CHAPTER II.

Order of Business.

Correspondence registers.

10. For the registration of papers received or sent out, every office should (in the absence of any other system of registration prescribed by competent authority) maintain the following registers :—

(1) "From" Registers (Registers of receipts).

(2) "To" Registers (Registers of letters issued).

(3) Peon Book (Register of covers delivered by messenger).

(4) Tappal Book.

Marking nature of papers.

11. In order to regulate the proper treatment of papers other than routine, the following classification should be adopted :—.

1. Immediate.
2. Urgent.
3. Papers requiring a reply in a specified time.

The maximum time allowed for the disposal of papers is given below :—

Immediate.—Three days from date of receipt.

Urgent.—Fifteen days from date of receipt.

Papers requiring a reply within a specified time.—Such time as may be specified.

All other papers.—Two months from date of receipt.

Cases of extreme importance falling under the above classes should be reserved by the head of the office for his personal attention while those of lesser importance should, by a recognised distribution, be entrusted to the Personal Assistant of the office, or other corresponding officer. The other cases may be dealt with by the establishment in the usual course, the responsibility for every paper resting with some officer or other, who should periodically, at intervals not exceeding one week to one month, according to the nature of papers, take stock of work. The main thing is that the responsibility for every paper should be made definite in every office, and that all pending papers are properly searched and scrutinised at suitable in ervals.

Confidential papers.

12. (i) When any paper is marked "Confidential' the head of the office or other officer so marking it shall indicate by whom it shall be dealt with and the official so indicated shall be held responsible for the maintenance of secrecy.

(ii) The entries of confidential papers in the office registers should be made from slips furnished by the chief ministerial officer or head of the branch who deals with the papers and should be very general sufficient merely to admit of the papers being traced.

(iii) Confidential papers must be kept under the personal custody of the chief ministerial officer or the head of the branch until orders are obtained for their transfer to the record room.

(iv) When confidential papers are sent out of the office, they should be put in double covers, the inner one being sealed and marked

confidential and superscribed only with the name of the addressee and the outer one bearing the usual official address.

Despatch.

13. Papers must be despatched on the day they are signed or the next day. Abnormal delay in the issue of letters must always be reported to the head of the office by the chief ministerial officer whose duty it shall be to check the despatch register once a month.

Check of registers, etc., by chief ministerial officer.

14. The ministerial head of the branch or office should examine the correspondence and other registers of the office or branch once a month at least (between the 1st and 3rd) to see that reminders are being promptly issued and that there is no undue delay in disposal and for the same purpose should examine the bundles of papers pending with each clerk. At each examination, he should date and initial the registers. He should keep with him a daily calendar of periodicals posted for the whole year and score off the entries as each periodical is attended to.

He should also see that the disposed of papers have been promptly sent to the record room and the record-keeper's initials obtained.

Unanswered reference lists.

15. It shall be the duty of the chief ministerial officer to prepare a statement of arrears in the following form for the whole office and submit the same not later than the 5th of the month succeeding the one to which it relates.

Abstract of arrears in the office of ..... for the month of ..... 19 .

Papers	Less than a week	Less than a month but more than a week	More than a month	More than two months	Total
I. Pending in the office—					
(a) Correspondence					
(b) Petition					
(c) Periodicals					
(d) Other classes of business, if any, categorically ...					
—	Less than a month	More than a month but less than two months	More than two months		
II. Pending receipt of information from other offices—					
(a) Correspondence					
(b) Petitions					
(c) Periodicals					
(d) Other classes of business (if any), categorically ...					

III. NUMBER OF DISPOSED OF FILES REMAINING TO BE SENT TO THE RECORD ROOM.

IV. NUMBER OF REGISTERS EXAMINED BY THE CHIEF MINISTERIAL OFFICER DURING THE MONTH AND DATES OF SUCH EXAMINATION.

V. ARREAR LISTS RECEIVED FROM SUBORDINATE OFFICES.

change type

Name of office	Pceiod to which list relates	Date of receipt	Date of return	Remarks

VI. ANY OTHER MATTER ON WHICH THE HEAD OF THE OFFICE WISHES TO HAVE INFORMATION. — change type

To the above statement should be appended a list of papers pending for more than a month in the office and of references, reports, etc., pending with other offices for more than two months. These lists need not be renewed each time. Once prepared, they may be corrected from time to time and kept in use till they become too full of corrections to be easily perused.

Unanswered reference lists from subordinate offices.

16. Subordinate officers should send the monthly abstract with the appendices to the officers to whom they are subordinate before the 15th of the month following that to which they relate. The officer to whom the papers are thus submitted should return them quickly after perusal with his remarks, if any.

Stock list of Reports and returns.

17. A list of periodicals for the submission, scrutiny or review of which the office is responsible should be kept in every office and changes if any should from time to time be posted in it. This is a permanent list and the reports and returns should be grouped in it as "monthly," "quarterly," etc. The list should contain the following headings:—

1. Serial number.
2. Name of report or return.
3. From whom due.
4. To whom due.
5. Reference to orders containing general instructions for the preparation of the return.

~~Standing orders.~~ Circular files

18. Each clerk dealing with cases should be required to maintain a file pertaining to his branch of work of rulings issued by Government and other superior authorities as well as by the head of the office. Matters embodied in departmental codes and manuals need not be included in the circular file. The files should be examined from time to time by heads of offices to see that they are up-to-date and are properly indexed for ready reference.

Office registers.

19. A label should be affixed to the outside cover of each register showing the number, name, authority prescribing, volume and period of retention.

Registers must be written in volumes continuously numbered. The practice of opening fresh registers every year when the previous volume contains a large number of blank pages should be discouraged.

Stock list of registers.

20. In every office a stock list of registers should be maintained in a bound book in the following form :—

No.	Name of register	Headings of the columns of the register	Authority prescribing	Period of preservation	Remarks

All changes made as regards the form or maintenance of the registers should be immediately noted against the entry concerned quoting the authority in column 4.

CHAPTER III.

Record Room Arrangement.

General mode of record arrangement.

21. A separate shelf or space must be set apart for each department of business.

On the front of the shelf the name of the department to which the papers therein lodged appertain should be printed or written legibly and in bold characters on a thick label to be attacked to the shelf.

The front and sides of the shelf in which papers of permanent value are lodged should be fitted with wire work so as to admit of the free circulation of air.

Record Requisition Slip.

1. Serial number of the Issue Register.
2. The date, number and description of the paper put up.
3. The officer for whom put up.
4. The date on which it is given.
5. The necessity for the reference.
6. Signature of clerk taking it.
7. Initials of the Record-keeper.

22. When papers are takan out of the record room for reference, an entry to that effect should be made in the Record Issue Register to be maintained by the Record-keeper and a slip containing the marginally noted particulars of the record should be substituted for every paper so removed. The person taking papers out of the Record room should be held responsible for returning them as soon as possible. On the return of the papers the slip is to be returned and cancelled.

Record Issue Register.

23. The Issue Register should be in the form given below :—

Record Issue Register.

Serial No. of the requisition	Date of receipt of requisition	Date of issue from records	Number, date and description of the paper given	Purpose for which taken	Full signature of the clerk taking	Initials of the record-keeper or his assistant delivering	Date of return	Signature of the clerk returning	Initials of the Record-keeper or his assistant receiving	Remarks
1	2	3	4	5	6	7	8	9	10	11

Outstanding records.

24. The register should be periodically examined by the Record-keeper and all outstanding records should be

called in by means of a circular note in the appended form.

The following records obtained for reference have not yet been received back in the record room. They may be kindly returned or the reason for further detention may be noted against each :—

Serial No.	Date, No. and description of the record detained	When obtained and by whom	Date of return or reason for detention

NOTE.—In offices where there is no separate record-keeper or a separate record-room, a responsible official under the supervision of the ministerial head of the office should be entrusted with the custody and arrangement of records.

Arrangment of Records.

Files.

25. The arrangement of correspondence in every office ~~shall~~ will be regulated by the special rules prescribed in that behalf, but generally in offices where "From" and "To" Registers are maintained, papers ~~shall~~ should be arranged either in subject bundles or in chronological order. In offices where the Disposal Number System has been adopted, the arrangement ~~shall~~ will be by disposal numbers.

Gazettes.

26. Where separate rules exist, as in the Revenue Department, as to the mode of keeping Gazettes, they should be followed. In all other cases, the following arrangemet should be adopted ;—

As each Gazette is received, portions of special interest to the office should be detached and eventually bound for preservation. The rest of the Gazette should be put in an annual bundle and destroyed at the end of two years.

Newspapers.

27. Newspapers should dealt with like Gazettes, that is to say, cuttings should be made of useful matter and the rest of the papers should be filed chronologically and disposed of as waste paper at the end of two years.

Other periodical publications.

28. Such publications as can go into the library should be put therein, the library catalogue being entered up as additions are made.

29. Administration reports of departments with which an office has any degree of concern and magazines required for reference should be periodically bound up, the volumes being numberd. The annual reports of all other deapartments should after perusal be filed and sold as waste paper at the end of two years.

30. Volumes of the Monthly Proceedings of Government should be unbound and portions of interest detached, two years after the period to which the proceedings relate. The detached portions should be conveniently bound and the rest destroyed.

Periodicals.

31. Periodical reports and returns should be filed in annual bundles and arranged according to their serial number in the stock list.

Destruction of papers.

32. Destruction of papers should take place once a year at an appointed time and the papers proposed for

destruction should be carefully scrutinised by the head of the office.

33. All manuscript papers and all printed papers which have not been published should be burnt in the presence of the chief ministerial officer. Mode of destruction.

34. Gazettes, newspapers and other printed papers which have been published may be sold as waste paper.

35. Before closing the office for the night, the Manager, head clerk, or under his written authority, a clerk named by him will visit each room and see that all lights are put out, that in offices in which electric lights and fans are provided, the switches have been turned off and that all waste paper has been removed. Precautions against fire.

36. None but safety matches shall be used in offices.

37. Kerosine oil or any easily inflammable material should always be stored in an outbuilding or godown.

38. The sealing of papers should always be done under the direct supervision of a responsible clerk who will see that due care is taken.

39. No naked lights should be used in any office. All candles or wicks must be protected by glass. All oil lamps must have metal (and not glass) reservoirs. The carrying of lighted lamps other than lanterns should be avoided.

40. Waste paper should not be allowed to accumulate in large quantities. Every evening, the waste papers of the day should be removed. Galvanised iron or other buckets should be kept always full of sand or dry earth.

41. In every room in which a kerosine oil lamp is in use, a small box of dry and loose earth with a scoop should be kept for use in extinguishing burning oil.

42. Smoking in the Record rooms is strictly prohibited.

CHAPTER IV.

43. All books and periodicals belonging to the library of each office should be placed under the charge of the Head Clerk, or some one responsible official and kept, where practicable, in a separate room. Library.

44. A catalogue of the office library will be prepared and revised from time to time.

45. No book should be lent to strangers without the permission of the Head of the Office.

46. A receipt must be taken from any person removing a book, to be returned to him or cancelled when the book is returned.

47. The duties of the Librarian shall be:— Duties of Librarian.

(1) to take charge of all books and publications made over to him;

(2) to maintain the library catalogue up to date by entering therein all receipts immediately;

(3) to correctly label all receipts and deposits them in their appropriate places;

(4) to keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections.

(5) to insert correction slips in volumes of enactments, rules, etc.;

(6) to report loss or injury and to promptly obtain orders about replacement or repair;

(7) to submit monthly reports of books removed and not returnd;

(8) to maintain a register of books and publications received.

Weeding out unnecessary and obsolete books.

48. The Library should be examined by a responsible officer once in five years and all obsolete and unnecessary books removed, the library catalogue being suitably amended at the same time.

Responsibility.

49. Every officer upon receiving charge of an office to which a library is attached must satisfy himself as to the state of the library. Unless he then reports that the books are out of order, it will be assumed that he received the library in good order and he will be held thenceforward personally responsible for any defect.

CHAPTER V.

CASH, PAY BILLS, ETC.

Cash transaction

50. An official of sufficient status should look after the cash transactions in ~~cash~~ each office and should maintain the following registers:—

(1) Cash book for entering daily receipts and expenditure of all kinds.

(2) General ledger or classified abstract of the monthly totals of the Cash Book.

(3) Contingent register.

(4) Order book for contingent charges.

(5) Acquittance roll.

NOTE.—The maintenance of registers (1) and (2) may be dispensed with in the case of offices whose cash transactions are inconsiderable, ~~provided~~ provided that the permision of the Head of the Department is obtained.

Acquittance Roll.

51. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. It should be drawn after approval of the pay bills.

Scrutiny of acquittance roll.

52. The acquittance roll should be examined every month by the Head of the office or other officer deputed by him for the purpose; who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the Cash Book.

Custody of cash.

53. Office funds must be deposited at the close of each day in the cash chest, the key of which should be kept by the official entrusted with and held responsible for cash transactions. He shall be forbidden to keep office funds in his personal possession or mixed up with private money.

Guarding cash.

54. When other arrangements for safe guarding treasure do not exist, one of the servants must sleep at night in or near the room where the cash is kept and when the amount in the cash chest exceeds Rs. 500 two men should be deputed for this duty.

55. A register should be maintained in each office showing the articles of furniture together with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Head of the Office. Furniture list.

56. A register of articles of stationery received and issued should also be kept in every office. The Stationery register should be submitted monthly for the inspection of the officer in charge and verified by stock taking once a year. Stationery Register and indents.

57. The stock of stationery and forms in each office should be under the charge of the chief ministerial officer or some clerk deputed by him. Supplies should be issued to the various clerks on monthly indents made by them in a general indent took in which their acknowledgment should in each case be obtained. Custody of stationery.

CHAPTER VI.

INSPECTION.

58. A test inspection of the work of one or more officials of the office should be carried out once a month by the Head of the office or his Assistant to make sure that there are no irregularities or heavy arrears. Test inspection.

59. The Head of every office should thoroughly inspect his office at least once a year, between 1st January and 1st March every year, or other specified period. The inspecting officers should pay particular attention to the condition of furniture and building, the observance of the prescribed hours of attendance, the distribution of duties, the proper maintenance of registers, the arrangements of records and the observance of the rules of office procedure. Annual inspection.

60. The inspection report should be drawn up in the form, if any, prescribed for the office, and submitted to the immediate superior authority within a month from the the date of completion of inspection. Inspection report.

61. An inspection minute book should be maintained in every office in the form given below in which should be entered all orders given as the result of inspection, which require specific action on the part of the office. The steps taken to comply with each order should be noted by the Manager or other official in charge, and when it has been fully carried out, the entry should be scored out under the dated initials of the officer in immediate charge. Inspection book.

Serial No.	Date of inspection	Order or instruction	Action taken by the office	Certificate of disposal with dated initials of officer in immediate charge
1	2	3	4	5

CHAPTER VIII.

MISCELLANEOUS.

Programme of work.

62. The head of each office should prepare a programme of important work for each year in advance including inspections and development work.

Register ~~Application~~ for appointments.

63. The following registers should be maintained in every officer ~~having~~ exercising powers ~~to make appointments~~ of patronage.

1. Register of applications for public employment.

   In this register should be entered the candidate's name, father's name, caste, native place, educational qualifications, tests passed with dates, reference to testimonials and recommendation, names and appointments of relatives, if any, then or previously in Government service and any other details that may be found necessary.

2. Register of appointments made.

   In this register should be entered the nature and pay of the vacant post, the candidate to whom the appointment is given, his qualifications, caste and age.

(a) A register of applications for public employment containing the following headings—

1. Serial Number
2. Name of candidate.
3. Caste or religion
4. Native place
5. Date of birth
6. General educational qualifications.
7. Local service tests passed, with dates.
8. Names of relatives then or previously in service and the appointments held by them.
9. Post sought
10. If appointed, order and date of appointment.
11. Remarks.

(b) A register of appointments made with columns and headings as follows—

1. Serial number.
2. Designation and pay of post.
3. Whether the appointment is permanent or temporary, and ~~Name of person appointed~~. in the latter case, for what period.
4. If the vacancy was advertised, date and page of the Gazette in which the advertisement appeared.
5. Number and Date ~~of order of~~ appointment.
6. Name of person appointed.
7. Native place.
8. Date of birth.
9. Caste or religion.
10. General educational qualifications.
11. Local Service tests passed with dates.
12. Serial Number in the register of applications.
13. If exemption is given from passing the tests, no. & date of G.O. granting the same.
14. Remarks.

48

Proceedings of the Government of His Highness the Maharaja of Mysore.

READ—

G. O. No. G. 5203-51—E. A. 4-14, dated the 19th November 1914 issuing certain General Rules of Office Procedure for adoption in all Government Offices in the State.

2. G. O. No. E. A. G. 77, dated the 17th May 1916 and E. A. G. 152, dated the 27th June 1917 sanctioning the introduction, of the Disposal Number System of correspondence and record in some of the offices of the State.

3. Amendments issued from time to time to the General Rules of Office Procedure.

No. DATED 1918.

ORDER THEREON.—The Rules of Office Procedure issued with the Government Order read above are amplified and revised, and are appended to this order. The more important rules demanding special attention are printed in thick type.

Chief Secretary.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.

GENERAL RULES OF OFFICE PROCEDURE.

CHAPTER I.

ORGANIZATION AND DISCIPLINE.

1. The work of every office should, if possible, be specifically divided into definite sections or branches each under the charge of a responsible official. **Division into branches.**

2. The official in direct charge of the branch should be held responsible for its general efficiency. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted; that the routine duties are carried out thoroughly and regularly; that the rooms of the branch are kept neat and tidy, and that the files, papers and registers are preserved in proper order. **Duties of the head of each branch.**

3. The head of every branch should, under the orders of the officer in charge of the office, maintain a record of the distribution of the work among the members of the clerical staff. Ordinarily the work of every clerk will be that allotted to him but he will be bound to undertake by working overtime, if necessary in time of stress, any other work which may be assigned to him by the head of the branch or other competent authority. **Distribution of work**

4. One of the officials should be specially charged with the duty of seeing that all rules and standing orders pertaining to the work of the office are duly observed and to bring to the notice of the head of the office any violation of the rules or other irregularities.

5. Each clerk should maintain a personal register showing the nature of his duties including the classes of papers and periodical reports he details with and the registers he maintains, etc. He should record in the register, every Monday, or if that be a holiday, on the following working day, the following particulars and certificate:— **Personal register of clerks.**

Number of papers disposed of during the week.
Number of register entries to be made.
Number of disposed of papers to be sent to records.
Other arrears of work.

Number of papers pending

I certify that I have thoroughly examined my papers, registers, etc., and that the above is a true account of the arrears with me.

A. B.,
Clerk.

6. The clerks' personal registers should be examined once a fortnight by the head of the branch and initialled by him in token of such examination.

7. Each office may appoint its hours of work according to its convenience. Where no other specific hours of attendance are appointed with the sanction of Government, the ordinary office hours will be from 11 A.M. to 5 P.M. **Working hours.**

8. An attendance register will be maintained either for the whole office or separately for each branch thereof and examined every day by some responsible official. **Attendance.**

9. Official information should not be divulged or official documents copied for private or non-official use. Except with the permission of the head of the office, no official paper should be taken home. **Confidential nature of official information.**

CHAPTER II.

Order of Business.

Correspondence registers.

10. For the registration of papers received or sent out, every office should (in the absence of any other system of registration prescribed by competent authority) maintain the following registers:—

(1) "From" Registers (Registers of receipts).

(2) "To" Registers (Registers of letters issued).

(3) Peon Book (Register of covers delivered by messenger).

(4) Tappal Book.

Marking nature of papers.

11. In order to regulate the proper treatment of papers other than routine, the following classification should be adopted:—

1. Immediate.
2. Urgent.
3. Papers requiring a reply in a specified time.

The maximum time allowed for the disposal of papers is given below:—

Immediate.—Three days from date of receipt.

Urgent.—Fifteen days from date of receipt.

Papers requiring a reply within a specified time.—Such time as may be specified.

All other papers.—Two months from date of receipt.

Cases of extreme importance falling under the above classes should be reserved by the head of the office for his personal attention while those of lesser importance should, by a recognised distribution, be entrusted to the Personal Assistant of the office, or other corresponding officer. The other cases may be dealt with by the establishment in the usual course, the responsibility for every paper resting with some officer or other, who should periodically, at intervals not exceeding one week to one month, according to the nature of papers, take stock of work. The main thing is that the responsibility for every paper should be made definite in every office, and that all pending papers are properly searched and scrutinised at suitable in ervals.

Confidential papers.

12. (i) When any paper is marked "Confidential" the head of the office or other officer so marking it shall indicate by whom it shall be dealt with and the official so indicated shall be held responsible for the maintenance of secrecy.

(ii) The entries of confidential papers in the office registers should be made from slips furnished by the chief ministerial officer or head of the branch who deals with the papers and should be very general sufficient merely to admit of the papers being traced.

(iii) Confidential papers must be kept under the personal custody of the chief ministerial officer or the head of the branch until orders are obtained for their transfer, to the record room.

(iv) When confidential papers are sent out of the office, they should be put in double covers, the inner one being sealed and marked

confidential and supercribed only with the name of the addressee and the outer one bearing the usual official address.

Despatch.

13. Papers must be despatched on the day they are signed or the next day. Abnormal delay in the issue of letters must always be reported to the head of the office by the chief ministerial officer whose duty it shall be to check the despatch register once a month.

Check of registers, etc., by chief ministerial officer.

14. The ministerial head of the branch or office should examine the correspondence and other registers of the office or branch once a month at least (between the 1st and 3rd) to see that reminders are being promptly issued and that there is no undue delay in disposal and for the same purpose should examine the bundles of papers pending with each clerk. At each examination, he should date and initial the registers. He should keep with him a daily calendar of periodicals posted for the whole year and score off the entries as each periodical is attended to.

He should also see that the disposed of papers have been promptly sent to the record room and the record-keeper's initials obtained.

Unanswered reference lists.

15. It shall be the duty of the chief ministerial officer to prepare a statement of arrears in the following form for the whole office and submit the same not later than the 5th of the month succeeding the one to which it relates.

Abstract of arrears in the office of ..... for the month of ..... 19 .

Papers	Less than a week	Less than a month but more than a week	More than a month	More than two months	Total
I. Pending in the office—					
(a) Correspondence					
(b) Petition					
(c) Periodicals					
(d) Other classes of business, if any, categorically ...					
—	Less than a month	More than a month but less than two months	More than two months		
II. Pending receipt of information from other offices—					
(a) Correspondence					
(b) Petitions					
(c) Periodicals					
(d) Other classes of business (if any), categorically ...					

III. NUMBER OF DISPOSED OF FILES REMAINING TO BE SENT TO THE RECORD ROOM.

IV. NUMBER OF REGISTERS EXAMINED BY THE CHIEF MINISTERIAL OFFICER DURING THE MONTH AND DATES OF SUCH EXAMINATION.

V. ARREAR LISTS RECEIVED FROM SUBORDINATE OFFICES.

Name of office	Peeiod to which list relates	Date of receipt	Date of return	Remarks

VI. ANY OTHER MATTER ON WHICH THE HEAD OF THE OFFICE WISHES TO HAVE INFORMATION.

To the above statement should be appended a list of papers pending for more than a month in the office and of references, reports, etc., pending with other offices for more than two months. These lists need not be renewed each time. Once prepared, they may be corrected from time to time and kept in use till they become too full of corrections to be easily perused.

Unanswered reference lists from subordinate offices.

16. Subordinate officers should send the monthly abstract with the appendices to the officers to whom they are subordinate before the 15th of the month following that to which they relate. The officer to whom the papers are thus submitted should return them quickly after perusal with his remarks, if any.

Reports and returns.

17. A list of periodicals for the submission, scrutiny or review of which the office is responsible should be kept in every office and changes if any should from time to time be posted in it. This is a permanent list and the reports and returns should be grouped in it as "monthly," "quarterly," etc. The list should contain the following headings:—

1. Serial number.
2. Name of report or return.
3. From whom due.
4. To whom due.
5. Reference to orders containing general instructions for the preparation of the return.

Standing orders.

18. Each clerk dealing with cases should be required to maintain a file pertaining to his branch of work of rulings issued by Government and other superior authorities as well as by the head of the office. Matters embodied in departmental codes and manuals need not be included in the circular file. The files should be examined from time to time by heads of offices to see that they are up-to-date and are properly indexed for ready reference.

Office registers.

19. A label should be affixed to the outside cover of each register showing the number, name, authority prescribing, volume and period of retention.

Registers must be written in volumes continuously numbered. The practice of opening fresh registers every year when the previous volume contains a large number of blank pages should be discouraged.

Stock list of registers.

20. In every office a stock list of registers should be maintained in a bound book in the following form :—

No.	Name of register	Headings of the columns of the register	Authority prescribing	Period of preservation	Remarks

All changes made as regards the form or maintenance of the registers should be immediately noted against the entry concerned quoting the authority in column 4.

CHAPTER III.

Record Room Arrangement.

General mode of record arrangement.

21. A separate shelf or space must be set apart for each department of business.

On the front of the shelf the name of the department to which the papers therein lodged appertain should be printed or written legibly and in bold characters on a thick label to be attacked to the shelf.

The front and sides of the shelf in which papers of permanent value are lodged should be fitted with wire work so as to admit of the free circulation of air.

Record Requisition Slip.

1. Serial number of the Issue Register.
2. The date, number and description of the paper put up.
3. The officer for whom put up.
4. The date on which it is given.
5. The necessity for the reference.
6. Signature of clerk taking it.
7. Initials of the Record-keeper.

22. When papers are taken out of the record room for reference, an entry to that effect should be made in the Record Issue Register to be maintained by the Record-keeper and a slip containing the marginally noted particulars of the record should be substituted for every paper so removed. The person taking papers out of the Record room should be held responsible for returning them as soon as possible. On the return of the papers the slip is to be returned and cancelled.

Record Issue Register.

23. The Issue Register should be in the form given below :—

Record Issue Register.

Serial No. of the requisition	Date of receipt of requisition	Date of issue from records	Number, date and description of the paper given	Purpose for which taken	Full signature of the clerk taking	Initials of the record-keeper or his assistant delivering	Date of return	Signature of the clerk returning	Initials of the Record-keeper or his assistant receiving	Remarks
1	2	3	4	5	6	7	8	9	10	11

Outstanding records.

24. The register should be periodically examined by the Record-keeper and all outstanding records should be

called in by means of a circular note in the appended form.

The following records obtained for reference have not yet been received back in the record room. They may be kindly returned or the reason for further detention may be noted against each :—

Serial No.	Date, No. and description of the record detained	When obtained and by whom	Date of return or reason for detention

NOTE.—In offices where there is no separate record-keeper or a separate record-room, a responsible official under the supervision of the ministerial head of the office should be entrusted with the custody and arrangement of records.

Arrangment of Records.

Files.

25. The arrangement of correspondence in every office shall be regulated by the special rules prescribed in that behalf, but generally in offices where "From" and "To" Registers are maintained, papers shall be arranged either in subject bundles or in chronological order. In offices where the Disposal Number System has been adopted, the arrangement shall be by disposal numbers.

Gazettes.

26. Where separate rules exist, as in the Revenue Department, as to the mode of keeping Gazettes, they should be followed. In all other cases, the following arrangemet should be adopted ;—

As each Gazette is received, portions of special interest to the office should be detached and eventually bound for preservation. The rest of the Gazette should be put in an annual bundle and destroyed at the end of two years.

Newspapers.

27. Newspapers should dealt with like Gazettes, that is to say, cuttings should be made of useful matter and the rest of the papers should be filed chronologically and disposed of as waste paper at the end of two years.

Other periodical publications.

28. Such publications as can go into the library should be put therein, the library catalogue being entered up as additions are made.

29. Administration reports of departments with which an office has any degree of concern and magazines required for reference should be periodically bound up, the volumes being numberd. The annual reports of all other deapartments should after perusal be filed and sold as waste paper at the end of two years.

30. Volumes of the Monthly Proceedings of Government should be unbound and portions of interest detached, two years after the period to which the proceedings relate. The detached portions should be conveniently bound and the rest destroyed.

Periodicals.

31. Periodical reports and returns should be filed in annual bundles and arranged according to their serial number in the stock list.

Destruction of papers.

32. Destruction of papers should take place once a year at an appointed time and the papers proposed for

destruction should be carefully scrutinised by the head of the office.

33. All manuscript papers and all printed papers which have not been published should be burnt in the presence of the chief ministerial officer. Mode of destruction.

34. Gazettes, newspapers and other printed papers which have been published may be sold as waste paper.

35. Before closing the office for the night, the Manager, head clerk, or under his written authority, a clerk named by him will visit each room and see that all lights are put out, that in offices in which electric lights and fans are provided, the switches have been turned off and that all waste paper has been removed. Precautions against fire.

36. None but safety matches shall be used in offices.

37. Kerosine oil or any easily inflammable material should always be stored in an outbuilding or godown.

38. The sealing of papers should always be done under the direct supervision of a responsible clerk who will see that due care is taken.

39. No naked lights should be used in any office. All cadles or wicks must be protested by glass. All oil lamps must have metal (and not glass) reservoirs. The carrying of lighted lamps other than lanterns should be avoided.

40. Waste paper should not be allowed to accumulate in large quantities. Every evening, the waste papers of the day should be removed. Galvanised iron or other buckets should be kept always full of sand or dry earth.

41. In every room in which a kerosine oil lamp is in use, a small box of dry and loose earth with a scoop should be kept for use in extinguishing burning oil.

42. Smoking in the Record rooms is strictly prohibited.

CHAPTER IV.

43. All books and periodicals belonging to the library of each office should be placed under the charge of the Head Clerk, or some one responsible official and kept, where practicable, in a separate room. Library.

44. A catalogue or the office library will be prepared and revised from time to time.

45. No book should be lent to strangers without the permission of the Head of the Office.

46. A receipt must be taken from any person removing a book, to be returned to him or cancelled when the book is returned.

47. The duties of the Librarian shall be:— Duties of Librarian.

(1) to take charge of all books and publications made over to him;

(2) to maintain the library catalogue up to date by entering therein all receipts immediately;

(3) to correctly label all receipts and deposits them in their appropriate places;

(4) to keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections.

(5) to insert correction slips in volumes of enactments, rules, etc.;

(6) to report loss or injury and to promptly obtain orders about replacement or repair;

(7) to submit monthly reports of books removed and not returnd;

(8) to maintain a register of books and publications received.

Weeding out unnecessary and obsolete books.

48. The Library should be examined by a responsible officer once in five years and all obsolete and unnecessary books removed, the library catalogue being suitably amended at the same time.

Responsibility.

49. Every officer upon receiving charge of an office to which a library is attached must satisfy himself as to the state of the library. Unless he then reports that the books are out of order, it will be assumed that he received the library in good order and he will be held thenceforward personally responsible for any defect.

CHAPTER V.

Cash, Pay Bills, etc.

Cash transaction.

50. An official of sufficient status should look after the cash transactions in cash office and should maintain the following registers:—

(1) Cash book for entering daily receipts and expenditure of all kinds.

(2) General ledger or classified abstract of the monthly totals of the Cash Book.

(3) Contingent register.

(4) Order book for contingent charges.

(5) Acquittance roll.

NOTE.—The maintenance of registers (1) and (2) may be dispensed with in the case of offices whose cash transactions are inconsiderable, ~~founded~~ that the permision of the Head of the Department is obtained.

Acquittance Roll.

51. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. It should be drawn after approval of the pay bills.

Scrutiny of acquittance roll.

52. The acquittance roll should be examined every month by the Head of the office or other officer deputed by him for the purpose; who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the Cash Book.

Custody of cash.

53. Office funds must be deposited at the close of each day in the cash chest, the key of which should be kept by the official entrusted with and held responsible for cash transactions. He shall be forbidden to keep office funds in his personal possession or mixed up with private money.

Guarding cash.

54. When other arrangements for safe guarding treasure do not exist, one of the servants must sleep at night in or near the room where the cash is kept and when the amount in the cash chest exceeds Rs. 500 two men should be deputed for this duty.

55. A register should be maintained in each office showing the articles of furniture together with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Head of the Office. Furniture list.

56. A register of articles of stationery received and issued should also be kept in every office. The Stationery register should be submitted monthly for the inspection of the officer in charge and verified by stock taking once a year. Stationery Register and indents.

57. The stock of stationery and forms in each office should be under the charge of the chief ministerial officer or some clerk deputed by him. Supplies should be issued to the various clerks on monthly indents made by them in a general indent took in which their acknowledgment should in each case be obtained. Custody of stationery.

CHAPTER VI.

INSPECTION.

58. A test inspection of the work of one or more officials of the office should be carried out once a month by the Head of the office or his Assistant to make sure that there are no irregularities or heavy arrears. Test inspection.

59. The Head of every office should thoroughly inspect his office at least once a year, between 1st January and 1st March every year, or other specified period. The inspecting officers should pay particular attention to the condition of furniture and building, the observance of the prescribed hours of attendance, the distribution of duties, the proper maintenance of registers, the arrangements of records and the observance of the rules of office procedure. Annual inspection.

60. The inspection report should be drawn up in the form, if any, prescribed for the office, and submitted to the immediate superior authority within a month from the the date of completion of inspection. Inspection report.

61. An inspection minute book should be maintained in every office in the form given below in which should be entered all orders given as the result of inspection, which require specific action on the part of the office. The steps taken to comply with each order should be noted by the Manager or other official in charge, and when it has been fully carried out, the entry should be scored out under the dated initials of the officer in immediate charges. Inspection book.

Serial No.	Date of inspection	Order or instruction	Action taken by the office	Certificate of disposal with dated initials of officer in immediate charge
1	2	3	4	5

CHAPTER VIII.

MISCELLANEOUS.

62. The head of each office should prepare a programme of important work for each year in advance including inspections and development work. — Programme of work.

63. The following registers should be maintained ~~in every office having power to make appointments.~~ by every officer exercising powers of patronage — Application for appointments.

1. Register of applications for public employment.

   In this register should be entered the candidate's name, father's name, caste, native place, educational qualifications, tests passed with dates, reference to testimonials and recommendations, names and appointments of relatives, if any, then or previously in Government service and any other details that may be found necessary.

2. Register of appointments made.

   In this register should be entered the ~~nature~~ and pay of the vacant post, the candidate to whom the appointment is given, his qualifications, caste and age.

a. A register of applications for public employment containing the following headings

Serial number

Name of candidate

Caste or religion

~~Native place~~ Place of birth

~~Date of birth~~

Educational qualifications

Local service tests passed with dates

Names of relatives now or previously in service & the appointments held by them

Post sought

Date of application, nature & scale of pay

~~Final disposal of the application~~

b. A register of appointments ~~made~~ made containing the following headings

Serial number

Designation & pay of post

Name of person appointed, date of order of appt

Whether the appointment is permanent or temporary & in the latter case for what period

Native place

Date of birth

Caste or religion

Educational qualifications

Local service tests passed with dates

Serial number in the register of applications

4 If the vacancy was advertised, date of issue of notice to the Gazette in which the advertisement appears

12 If exemption is given from passing the tests, no & date of G.O. granting the same —

Remarks.

59

60

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

O. No. 1414-1463—E. A. G. 263, dated 18th Nov. 1918.

General Rules of Office Procedure.

Issues revised——.

W D 2439—GPB—29 11-18—1,203

S. O. **General Rules of Office Procedure.**

No. 1414-1463—E. A. G. 263, DATED 18TH NOVEMBER 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

G. O. No. G. 5203-51—E. A. 4-14, dated the 19th November 1914, issuing certain General Rules of Office Procedure for adoption in all Government Offices in the State.

2. G. O. No. E. A. G. 77, dated the 17th May 1916, and E. A. G. 152, dated the 27th June 1917, sanctioning the introduction of the Disposal Number System of correspondence and record in some of the offices of the State.

3. Amendments issued from time to time to the General Rules of Office Procedure.

Order No. 1414-1463—E. A. G. 263, dated 18th November 1918.

ORDER THEREON.—The Rules of Office Procedure as amended from time to time are issued herewith in a consolidated form. The more important rules demanding special attention are printed in italics.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.—C.R.

No. 1414-1463—E. A. G. 263, DATED 18TH NOVEMBER 1918.

GENERAL RULES OF OFFICE PROCEDURE.

CHAPTER I.

ORGANIZATION AND DISCIPLINE.

Division into branches.
G. O. No. 5203-51—E.A. 4-14, dated 19th November 1914.

1. The work of every office should, if possible, be specifically divided into definite sections or branches each under the charge of a responsible official.

Duties of the head of each branch.

2. The official in direct charge of the branch should be held responsible for its general efficiency. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted; that the routine duties are carried out thoroughly and regularly; that the rooms of the branch are kept neat and tidy, and that the files, papers and registers are preserved in proper order.

Distribution of work

3. *The head of every branch should, under the orders of the officer in charge of the office, maintain a record of the distribution of the work among the members of the clerical staff.* Ordinarily the work of every clerk will be that allotted to him but he will be bound to undertake by working overtime, if necessary in time of stress, any other work which may be assigned to him by the head of the branch or other competent authority.

4. *One of the officials should be specially charged with the duty of seeing that all rules and standing orders pertaining to the work of the office are duly observed and to bring to the notice of the head of the office any violation of the rules or other irregularities.*

Working hours.

5. Each office may appoint its hours of work according to its convenience. Where no other specific hours of attendance are appointed with the sanction of Government, *the ordinary office hours will be from 11 a.m. to 5 p.m.*

Attendance.

6. An attendance register will be maintained either for the whole office or separately for each branch thereof and examined every day by some responsible official.

Confidential nature of official information.

7. Official information should not be divulged or official documents copied for private or non-official use. Except with the permission of the head of the office, no official paper should be taken home.

CHAPTER II.

ORDER OF BUSINESS.

Correspondence registers.
G. O. No. 5203-51—E. A. 4-14, dated 19th November 1914.

8. For the registration of papers received or sent out, every office should (in the absence of any other system of registration prescribed by competent authority) maintain the following registers:—

(1) "From" Registers (Registers of receipts).

(2) "To" Registers (Registers of letters issued).

(3) Peon Book (Register of covers delivered by messenger).

(4) Tappal Book.

Marking nature of papers. G. O. No. 1832-81—E. A. G. 260, dated 26th April 1918.

9. (i) In order to regulate the proper treatment of papers the following classification should be made of all papers other than the ordinary or routine.

1. Immediate.
2. Urgent.
3. Confidential.

(ii) Papers requiring the attention without delay of the persons to whom they are addressed whether at the office or at their private residence should be marked "Urgent." Those requiring instant attention should be marked "Immediate" and placed at once in the hands of the persons to whom they are addressed whether by night or by day.

(iii) Papers requiring more than the usual personal attention of the ordinary authority should be marked "Important".

(iv) The marking should be made either by the Head of the Office, his office assistant, if any, or chief ministerial officer.

(v) The maximum time allowed for the disposal of papers is given below:—

Immediate.—Three days from date of receipt.

Urgent.—Fifteen days from date of receipt.

Papers requiring a reply within a specified time.—Such time as may be specified.

All other papers.—Two months from date of receipt.

Cases of extreme importance falling under the above classes should be reserved by the head of the office for his personal attention, while those of lesser importance should, by a recognised distribution, be entrusted to the Personal Assistant of the office, or other corresponding officer. The other cases may be dealt with by the establishment in the usual course, the responsibility for every paper resting with some officer or other, who should periodically, at intervals not exceeding one week to one month, according to the nature of papers, take stock of work. The main thing is that the responsibility for every paper should be made definite in every office, and that all pending papers are properly searched and scrutinised at suitable intervals.

Confidential papers.

10. (i) When any paper is marked "Confidential" the head of the office or other officer so marking it shall indicate by whom it shall be dealt with and the official so indicated shall be held responsible for the maintenance of secrecy.

(ii) The entries of confidential papers in the office registers should be made from slips furnished by the chief ministerial officer or head of the branch who deals with the papers and should be very general sufficient merely to admit of the papers being traced.

(iii) Confidential papers must be kept under the personal custody of the chief ministerial officer or the head of the branch until orders

are obtained for their transfer to the record room.

(iv) When confidential papers are sent out of the office, they should be put in double covers, the inner one being sealed and marked confidential and superscribed only with the name of the addressee and the outer one bearing the usual official address.

Despatch.

11. Papers must be despatched on the day they are signed or the next day. Abnormal delay in the issue of letters must always be reported to the head of the office by the chief ministerial officer whose duty it shall be to check the despatch register once a month.

Check of registers, etc., by chief ministerial officer. (Rule 59 of the Disposal Number System.)

12. The ministerial head of the branch or office should examine the correspondence and other registers of the office or branch once a month at least (between the 1st and 3rd) to see that reminders are being promptly issued and that there is no undue delay in disposal and for the same purpose should examine the bundles of papers pending with each clerk. At each examination, he should date and initial the registers. He should keep with him a daily calendar of periodicals posted for the whole year and score off the entries as each periodical is attended to.

He should also see that the disposed of papers have been promptly sent to the record room and the record-keeper's initials obtained.

Unanswered reference lists. G. O. No. 672-721—E. A. G. 300, dated 12th August 1918.

13. *It shall be the duty of the chief ministerial officer to prepare a statement of arrears in the following form for the whole office and submit the same not later than the 5th of the month succeeding the one to which it relates.*

Abstract of arrears in the office of ..... for the month of ..... 19 .

Papers	Less than a week	Less than a month but more than a week	More than a month	More than two months	Total
I. Pending in the office—					
(a) Correspondence					
(b) Petition					
(c) Periodicals					
(d) Other classes of business, (if any), categorically ...					

Papers	Less than a month	More than a month but less than two months	More than two months	Total
II. Pending receipt of information from other offices—				
(a) Correspondence				
(b) Petitions				
(c) Periodicals				
(d) Other classes of business (if any), categorically ...				

III. Number of disposed of files remaining to be sent to the record room.

No. 1414-1463—E. A. G. 263, DATED 18TH NOVEMBER 1918.

IV. Number of registers examined by the Chief Ministerial Officer during the month and dates of such examination.

V. Arrear lists received from subordinate offices.

Name of office	Period to which list relates	Date of receipt	Remarks

VI. Any other matter on which the head of the office wishes to have information.

To the above statement should be appended a list of papers pending for more than a month in the office and of references, reports, etc., pending with other offices for more than two months. These lists need not be renewed each time. Once prepared, they may be corrected from time to time and kept in use till they become too full of corrections to be easily perused.

Unanswered reference lists from subordinate offices.

14. *Subordinate officers should send a copy of the monthly abstract with the appendices to the officers to whom they are subordinate before the 15th of the month following that to which they relate.*

Stock list of reports and returns.
G. O. No. 244-94—E. A. G. 296, dated 1st August 1918.

15. A list of periodicals for the submission, scrutiny or review of which the office is responsible should be kept in every office and changes if any should from time to time be posted in it. This is a permanent list and the reports and returns should be grouped in it as "monthly," "quarterly," etc. The list should contain the following headings:—

1. Serial number.
2. Name of report or return.
3. From whom due.
4. To whom due.
5. Reference to orders containing instructions for the preparation of the return.

Circular files.
G. O. No. 345-94—E. A. G. 298, dated 1st August 1918.

16. Each clerk dealing with cases should be required to maintain a file pertaining to his branch of work of rulings issued by Government and other superior authorities as well as by the head of the office. Matters embodied in departmental codes and manuals need not be included in the circular file. The files should be examined from time to time by heads of offices to see that they are up-to-date and are properly indexed for ready reference.

Office registers.
G. O. No. 295-344—E. A. G. 297, dated 1st August 1918.

17. A label should be affixed to the outside cover of each register showing the number, name, authority prescribing, volume and period of retention.

Registers must be written in volumes continuously numbered. The practice of opening fresh registers every year when the previous volume contains a large number of blank pages should be discouraged.

Stock list of registers.

18. In every office a stock list of registers should be maintained in a bound book in the following form:—

No. 1	Name of register 2	Headings of the columns of the register 3	Authority prescribing 4	Period of preservation 5	Remarks 6.

All changes made as regards the form or maintenance of the registers should be immediately noted against the entry concerned quoting the authority in column 4.

CHAPTER III.

RECORD ROOM ARRANGEMENT.

General mode of record arrangement.
G. O. No. 738-87—E. A. G. 299, dated 14th August 1918.

19. A separate shelf or space must be set apart for each department of business.

On the front of the shelf the name of the department to which the papers therein lodged appertain should be printed or written legibly and in bold characters on a thick label to be attached to the shelf.

The front and sides of the shelf in which papers of permanent value are lodged should be fitted with wire work so as to admit of the free circulation of air.

Record Requisition Slip.
1. Serial number of the Issue Register.
2. The date, number and description of the paper put up.
3. The officer for whom put up.
4. The date on which it is given.
5. The necessity for the reference.
6. Signature of clerk taking it.
7. Initials of the Record-keeper.

20. When papers are taken out of the record room for reference, an entry to that effect should be made in the Record Issue Register to be maintained by the Record-keeper and a slip containing the marginally noted particulars of the record should be substituted for every paper so removed. The person taking papers out of the record room should be held responsible for returning them as soon as possible. On the return of the papers the slip is to be returned and cancelled.

Record Issue Register.

21. The Issue Register should be in the form given below:—

Record Issue Register.

Serial No. of the requisition	Date of receipt of requisition	Date of issue from records	Number, date and description of the paper given	Purpose for which taken	Full signature of the clerk taking	Initials of the record-keeper or his assistant delivering	Date of return	Signature of the clerk returning	Initials of the Record-keeper or his assistant receiving	Remarks
1	2	3	4	5	6	7	8	9	10	11

Outstanding records.

22. The register should be periodically examined by the Record-keeper and all outstanding records should be called in by means of a circular note in the appended form:—

The following records obtained for reference have not yet been received back in the record room. They may be

kindly returned or the reason for further detention may be noted against each :—

Serial No.	Date, number and description of the record detained	When obtained and by whom	Date of return or reason for detention

NOTE.—In offices where there is no separate record-keeper or a separate record-room, a responsible official under the supervision of the ministerial head of the office should be entrusted with the custody and arrangement of records.

Arrangement of Records.

Files.

23. The arrangement of correspondence in every office will be regulated by the special rules prescribed in that behalf, but generally in offices where "From" and "To" Registers are maintained, papers should be arranged either in subject bundles or in chronological order. In offices where the Disposal Number System has been adopted, the arrangement will be by disposal numbers.

Gazettes.

24. Where separate rules exist, as in the Revenue Department, as to the mode of keeping Gazettes, they should be followed. In all other cases, the following arrangemet should be adopted ;—

As each Gazette is received, portions of special interest to the office should be detached and eventually bound for preservation. The rest of the Gazette should be put in an annual bundle and destroyed at the end of two years.

Newspapers.

25. Newspapers should be dealt with like Gazettes, that is to say, cuttings should be made of useful matter and the rest of the papers should be filed chronologically and disposed of as waste paper at the end of two years.

Other periodical publications.

26. Such publications as can go into the library should be put therein, the library catalogue being entered up as additions are made.

27. Administration reports of departments with which an office has any degree of concern and magazines required for reference should be periodically bound up, the volumes being numbered. The annual reports of all other departments should after perusal be filed and sold as waste paper at the end of two years.

28. Volumes of the Monthly Proceedings of Government should be unbound and portions of interest detached, two years after the period to which the proceedings relate. The detached portions should be conveniently bound and the rest destroyed.

Periodicals.

29. Periodical reports and returns should be filed in annual bundles and arranged according to their serial number in the stock list.

Destruction of papers.

30. Destruction of papers should take place once a year at an appointed time and the papers proposed for destruction should be carefully scrutinised by the head of the office.

No. 1414-1463—E. A. G. 263, DATED 18TH NOVEMBER 1918.

Mode of destruction.

31. All manuscript papers and all printed papers which have not been published should be burnt in the presence of the chief ministerial officer.

32. Gazettes, newspapers and other printed papers which have been published may be sold as waste paper.

Precautions against fire.

33. Before closing the office for the night, the manager, head clerk, or under his written authority, a clerk named by him will visit each room and see that all lights are put out, that in offices in which electric lights and fans are provided, the switches have been turned off and that all waste paper has been removed.

34. None but safety matches shall be used in offices.

35. Kerosine oil or any easily inflammable material should always be stored in an outbuilding or godown.

36. The sealing of papers should always be done under the direct supervision of a responsible clerk who will see that due care is taken.

37. No naked lights should be used in any office. All candles or wicks must be protected by glass. All oil lamps must have metal (and not glass) reservoirs. The carrying of lighted lamps other than lanterns should be avoided.

38 Waste paper should not be allowed to accumulate in large quantities. Every evening, the waste papers of the day should be removed. Galvanised iron or other buckets should be kept always full of sand or dry earth.

39. In every room in which a kerosine oil lamp is in use, a small box of dry and loose earth with a scoop should be kept for use in extinguishing burning oil.

40. Smoking in the record rooms is strictly prohibited.

CHAPTER IV.

Library.
G. O. No. 5203-51—E. A. 4-14, dated 19th November 1914, and Rule 70 of the Disposal Number System.

41. All books and periodicals belonging to the library of each office should be placed under the charge of the Head Clerk, or some one responsible official and kept, where practicable, in a separate room.

42. A catalogue of the office library will be prepared and revised from time to time.

43. No book should be lent to strangers without the permission of the Head of the Office.

44. A receipt must be taken from any person removing a book, to be returned to him or cancelled when the book is returned.

Duties of Librarian.

45. The duties of the Librarian shall be:—

(1) to take charge of all books and publications made over to him;

(2) to maintain the library catalogue up to date by entering therein all receipts immediately;

(3) to correctly label all receipts and deposit them in their appropriate places;

(4) to keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections.

(5) to insert correction slips in volumes of enactments, rules, etc.;
(6) to report loss or injury and to promptly obtain orders about replacement or repair;
(7) to submit monthly reports of books removed and not returned;
(8) to maintain a register of books and publications received.

Weeding out unnecessary and obsolete books.

46. The Library should be examined by a responsible officer once in five years and all obsolete and unnecessary books removed, the library catalogue being suitably amended at the same time.

Responsibility.

47. Every officer upon receiving charge of an office to which a library is attached must satisfy himself as to the state of the library. Unless he then reports that the books are out of order, it will be assumed that he received the library in good order and he will be held thenceforward personally responsible for any defect.

CHAPTER V.

CASH, PAY BILLS, ETC.

Cash transaction.
G. O. No. 5203-51—E. A. 4-14, dated 19th November 1914.

48. An official of sufficient status should look after the cash transactions in each office and should maintain the following registers:—

(1) Cash book for entering daily receipts and expenditure of all kinds.
(2) General ledger or classified abstract of the monthly totals of the Cash Book.
(3) Contingent register.
(4) Order book for contingent charges.
(5) Acquittance roll.

NOTE.—The maintenance of registers (1) and (2) may be dispensed with in the case of offices whose cash transactions are inconsiderable, provided that the permision of the Head of the Department is obtained.

Acquittance Roll.

49. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. It should be drawn after approval of the pay bills.

Scrutiny of acquittance roll.

50. The acquittance roll should be examined every month by the Head of the Office or other officer deputed by him for the purpose; who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the Cash Book.

Custody of cash.

51. Office funds must be deposited at the close of each day in the cash chest, the key of which should be kept by the official entrusted with and held responsible for cash transactions. He shall be forbidden to keep office funds in his personal possession or mixed up with private money.

Guarding cash.

52. When other arrangements for safeguarding treasure do not exist, one of the servants must sleep at night in or near the room where the cash is kept and when the amount in the cash chest exceeds Rs. 500 two men should be deputed for this duty.

No. 1414-1463--E. A. G. 263, DATED 18TH NOVEMBER 1918.

Furniture list.

53. *A register should be maintained in each office showing the articles of furniture together with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Head of the Office.*

Stationery Register and indents.

54. A register of articles of stationery received and issued should also be kept in every office. The Stationery register should be submitted monthly for the inspection of the officer in charge and verified by stock taking once a year.

Custody of stationery.

55. The stock of stationery and forms in each office should be under the charge of the chief ministerial officer or some clerk deputed by him. Supplies should be issued to the various clerks on monthly indents made by them in a general indent book in which their acknowledgment should in each case be obtained.

CHAPTER VI.

INSPECTION.

Test inspection.
Rule 5 of the Efficiency Rules appended to G. O. No. , dated

56. *A test inspection of the work of one or more officials of the office should be carried out once a month by the Head of the office or his Assistant to make sure that there are no irregularities or heavy arrears.*

Annual inspection.
G. O. No. 10870-918--E. A. 43-14-1, dated 10th April 1915.

57. *The head of every office should thoroughly inspect his office at least once a year, between 1st January and 1st March every year, or other specified period. The inspecting officers should pay particular attention to the condition of furniture and building, the observance of the prescribed hours of attendance, the distribution of duties, the proper maintenance of registers, the arrangements of records and the observance of the rules of office procedure.*

Inspection report.

58. The inspection report should be drawn up in the form, if any, prescribed for the office, and submitted to the immediate superior authority within a month from the date of completion of inspection.

Inspection book.

59. *An inspection minute book should be maintained in every office in the form given below in which should be entered all orders given as the result of inspection, which require specific action on the part of the office. The steps taken to comply with each order should be noted by the Manager or other official in charge, and when it has been fully carried out, the entry should be scored out under the dated initials of the officer in immediate charge.*

Serial No.	Date of inspection	Order or instruction	Action taken by the office	Certificate of disposal with dated initials of officer in immediate charge
1	2	3	4	5